

# APPLICATION FOR CREDIT

TO AVOID ANY DELAY IN PROCESSING, COMPLETE FRONT AND BACK. ALL INFORMATION TO BE HELD IN CONFIDENCE

BUSINESS LEGAL NAME _____ D.B.A. _____ SUBSIDIARY OR DIVISION OF: _____ STATE _____ BILLING ADDRESS: _____ CITY: _____ STATE: _____ ZIP _____ PHONE: ( ) _____ FAX: ( ) _____	OUT OF TOWN CONTRACTOR-LOCAL JOB INFO OR SHIP TO: NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP _____ ATTN: _____ PHONE: ( ) _____ FAX: ( ) _____
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## GENERAL BUSINESS INFORMATION

TYPE OF BUSINESS \_\_\_\_\_ D.B.A.  INDIVIDUAL  PARTNERSHIP  CORP.

YEARS IN BUSINESS \_\_\_\_\_ YEAR OF INC. \_\_\_\_\_ STATE OF INC. \_\_\_\_\_ ACCOUNTS PAYABLE CONTACT: \_\_\_\_\_

ARE YOU SALES AND/OR USE TAX EXEMPT?  
 NO  YES NAME: \_\_\_\_\_

Please insert your certificate No. \_\_\_\_\_ PH. NO. ( ) \_\_\_\_\_ EXT. \_\_\_\_\_

OWNER/OFFICER'S FULL LEGAL NAME _____	TITLE _____	DRIVER LIC. # _____	DATE OF BIRTH _____	S.S. NO. _____
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• WILL PRINCIPAL PURCHASE BE FOR: YOUR COMPANY USE  OR FOR RESALE  • DUN & BRADSTREET NO. \_\_\_\_\_

• HAVE YOU OR THE COMPANY EVER FILED FOR BANKRUPTCY?  NO  YES • CURRENT D & B RATING \_\_\_\_\_

• ARE THERE ANY UNSATISFIED JUDGMENTS AGAINST YOU OR THE COMPANY?  NO  YES

## BANK REFERENCE

BANK NAME \_\_\_\_\_ OFFICER HANDLING \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE NO. ( ) \_\_\_\_\_

CHECKING ACCT. NO. \_\_\_\_\_ FAX NO. ( ) \_\_\_\_\_

## BUSINESS CREDIT REFERENCE (LIST MINIMUM OF THREE)

NAME	ADDRESS, CITY, STATE, ZIP	PHONE NO.	FAX NO.
1. _____	_____ ( ) _____	_____ ( ) _____	_____
2. _____	_____ ( ) _____	_____ ( ) _____	_____
3. _____	_____ ( ) _____	_____ ( ) _____	_____
4. _____	_____ ( ) _____	_____ ( ) _____	_____

## CREDIT TERMS • BANK RELEASE STATEMENT • CERTIFICATE OF INFORMATION

**Credit Terms:** NET 10TH PROX. All past due accounts will be charged a finance charge of 1½% per month (Annual percentage rate of 18%) or legal maximum amount by law.

We certify that all the information on this form is correct; and that we fully understand your credit terms and agree to the proper payment in consideration of extended credit. **See credit terms, conditions and policies of the back of this form. (over please) MUST BE SIGNED.**

I hereby authorize my bank, credit references listed above and any credit reporting services (Credit Bureaus) to release credit information to RICHARDS EQUIPMENT COMPANY.

(signed) \_\_\_\_\_ (title) \_\_\_\_\_ (date) \_\_\_\_\_  
OWNER, PRESIDENT OR OFFICER ONLY

## PERSONAL GUARANTY OF ACCOUNTS

### PERSONAL GUARANTY MUST BE SIGNED

In consideration of the extension of credit to the company/customer named above, I/We, personally, jointly, severally and unconditionally guarantee the payment of all obligations now or hereafter owed by said customer/customer to Richards Equipment Company. This is absolute guaranty of payment and not of collection and I/we waive any right to require that any action be brought against the company/customer.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
Guarantor

INDUSTRIAL & CONTRACTOR SUPPLIES & EQUIPMENT - SINCE 1937	P.O. BOX 1878 2200 FRANKLIN AVENUE WACO, TEXAS 76703 Buy it on-line at . . . richardsequipment.net	254-754-2351 800-234-4121 FAX 254-756-2858
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MAKE SURE YOU HAVE COMPLETED FRONT AND BACK OF FORM OVER PLEASE

# RICHARDS EQUIPMENT COMPANY

## CREDIT TERMS — CONDITIONS — POLICIES

Please read the following term and credit policies of Richards Equipment Company and sign below.

**CREDIT TERMS:** Net 10th prox., all past due accounts will be charged a finance charge of 1½% per month (annual percentage rate of 18%) or legal maximum amount by law. All accounts shall be payable on the due date at the location indicated on the invoice for such material and after maturity shall be payable in Waco, McLennan County, Texas. If all or any part of the account is placed in the hands of a collection agency, or an attorney for collection, or if suit is brought on same or if collected through probate, bankruptcy, or other proceedings, then the applicant/purchaser agrees to pay reasonable collection and/or attorney's fees connected with such proceedings. Salesperson's authority is limited to solicitation of orders and customer service. All orders are subject to acceptance by Richards Equipment Company.

Richards Equipment Company reserves the right to limit dollar amount of purchases. Large sales and/or special orders may require deposits and/or special terms as agreed upon in writing.

Accounts past due will be placed on "COD" until all outstanding balances are paid. An account may be closed if in the opinion of management it is for the best interest of Richards Equipment Company.

### RETURN OF MERCHANDISE:

**STOCK ITEMS:** Return of stock merchandise will be accepted only with our prior approval. Merchandise must be returned in the condition in which it was purchased and must be accompanied with a copy of the original invoice. Unless otherwise agreed, a restocking charge of 15% will be imposed for the return of stock merchandise.

**SPECIAL ORDER ITEMS:** Special order merchandise will be accepted for return only when Richards has the prior consent of the source from which the goods were purchased. Any freight, restocking, reconditioning, or similar charges assessed by the supplier will be borne by the customer.

All charges are due and payable at the offices of Richards Equipment Company in Waco, McLennan County, Texas.

Please print below the names of those who are authorized to make charges to your account and have each individual sign.

NAME: _____	SIGNATURE: _____	TITLE: _____
NAME: _____	SIGNATURE: _____	TITLE: _____
NAME: _____	SIGNATURE: _____	TITLE: _____

Are you interested in EDI?  Yes    Contact: \_\_\_\_\_    Phone: \_\_\_\_\_

Do you have any Quality Process requirements? If so, please attach.

Purchase order required?  Yes     No

OTHER SPECIAL INSTRUCTIONS I WANT ON MY ACCOUNT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read the above statement of terms and credit policies of Richards Equipment Company and do agree to comply with its terms, conditions and policies.

SIGNED \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNED BY OWNER/OFFICER